

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

**Request for Proposals (RFP) 11-005P**

**SOFTWARE UPGRADE AND SERVICES  
FOR PAVEMENT MANAGEMENT SYSTEM**

Proposals must be submitted  
No later than **1:00 p.m. CDT**  
**October 13, 2010**

**No submissions or modifications  
will be accepted after this deadline.**

To constitute a valid submission, proposal must:

- (1) Be submitted by the prescribed date and time (Section 2.3);
- (2) Address all of the requirements set forth herein;
- (3) Contain Page 7, completed with the following information:
  - a) Company name, address, and phone number.
  - b) Original signature in ink, not photocopied or stamped.

For further information regarding this RFP contact  
Danny Keene, Division Head  
AHTD Equipment and Procurement Division  
at 501-569-2672 or by e-mail at [Danny.Keene@arkansashighways.com](mailto:Danny.Keene@arkansashighways.com)

*The preparation of this document has been financed in part through funds from the Federal Highway Administration, U.S. Department of Transportation. The contents of this document do not necessarily reflect the official views or policy of the U.S. Department of Transportation.*

Arkansas State Highway and Transportation Department  
RFP-11-005P – Software Upgrade and Services for Pavement Management System

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**REQUEST FOR PROPOSAL 11-005P  
SOFTWARE UPGRADE AND SERVICES FOR  
PAVEMENT MANAGEMENT SYSTEM**

**SECTION 1. INTRODUCTION**

- 1.1** This **Request for Proposal** (RFP) is issued by the Arkansas State Highway and Transportation Department hereinafter called “AHTD”, to a qualified firm (Consultant) to upgrade the AHTD’s pavement management system software from Deighton Associates Limited dTIMS CT Desktop version 8 to dTIMS CT SQL and provide professional services including, but not limited to, upgrading the software, implementation of database and analysis parameters, configuration, end-user training and technical support. The Scope of Work (Attachment A) is attached to, and made a part of, the RFP.
- 1.2** **Point of Contact:** This Request for Proposals (RFP) is issued by the AHTD, Equipment and Procurement Division on behalf of the Planning and Research Division which are the points of contact for the Department during the submission and selection process. These two Divisions will administer any contract resulting from this RFP. Questions concerning this RFP should be addressed to the AHTD officials named below:

Questions concerning submission of a proposal in response to this RFP should be addressed to:

Danny Keene, Division Head  
Equipment and Procurement Division  
Arkansas State Highway and Transportation Department  
P. O. Box 2261  
Little Rock, AR 72203  
Phone: 501-569-2672  
Fax: 501-569-2679

Questions concerning technical content and requirements of this RFP should be addressed to:

Mark Evans  
Staff Pavement Management Engineer  
Planning and Research Division  
Arkansas State Highway and Transportation Department  
P.O. Box 2261  
Little Rock, AR 72203  
Phone: 501-569-2234  
Fax: 501-569-2070

Written inquiries are encouraged and will be responded to in writing. Oral communications shall not be binding on the Department and can in no way modify the terms, conditions, or specifications of the RFP or relieve the successful Vendor of any obligations resulting from this RFP. Proposers are expected to raise any questions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions, amendments, or supplements will be provided to all recipients of this initial RFP and all who have requested information in writing.

- 1.3 **Proper Qualifications:** Proposers must have extensive knowledge of Deighton Associates Limited dTIMS CT software. Proposers must have knowledge of Federal and State laws and regulations, AHTD policies and procedures, and have demonstrated their ability to execute this proposal by providing proof of five (5) successful implementations of this software system for state-level transportation organizations.
- 1.4 **Information Restrictions:** All information received by AHTD regarding this RFP is restrictive and will not be available before award is made to the successful firm.
- 1.5 **Choice of Law and Choice of Forum:** This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Arkansas. Any proceeding relating to any cause of action of any nature arising from or related to the RFP or contract may be brought only before the appropriate forum in Pulaski County, Arkansas.
- 1.6 **Ethics:** *“It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the contractor for the purpose of securing business.”* Ark. Code Ann. §19-11-708(a).

## **SECTION 2. PREPARING AND SUBMITTING PROPOSAL**

- 2.1 **General Instructions:** The evaluation and selection of a Consultant will be based on the information submitted in the Proposer’s proposal including references. In order to properly evaluate the firms, each Proposer must include in the submission the following documents:
  - 2.1.1 **A Cover Letter** is required and should display a clear understanding of the project, include a positive commitment to complete the work in the specified time-period, and briefly summarize why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.

2.1.2 Qualifications: Proposer submittals must include a statement of qualifications documenting the relevant qualifications of the firm or firms, as well as information summarizing the relevant qualifications of the personnel involved.

- a. Qualifications, Experience and Competence of Firm(s): Information must be included summarizing and documenting the qualifications, experience and competence of the firm or firms in relation to the contractual services anticipated. A discussion of the firm's experience should be included.

References: The Proposers shall submit a list of at least five (5) state-level transportation organizations for which similar services have been performed. All references shall include a point of contact name, address, and telephone number. Information obtained from reference contacts may be used in the selection process.

EEO/Civil Rights: A firm's reputation including its responsiveness to EEO and Civil Rights will be a factor in the selection.

- b. Personnel Qualifications and Availability: Proposers must identify and summarize the relevant experience of personnel that would actually provide the anticipated services. Projects listed in this proposal that are intended to show the firm's experience in the type of work contemplated and that do not have the involvement of any team member will not be considered by AHTD as relevant.

2.1.3. DBE Considerations: Discussion of DBE status or participation should be provided in order to receive special consideration.

2.1.4. Project Proposal: Proposers must provide a project proposal in response to this RFP. Proposals must include the following elements:

- a. A detailed work plan that identifies the major tasks of work,
- b. An organization chart showing key personnel by name and title including their resumes,
- c. Staffing arrangement with an estimate of staff days required to perform the proposed work for various work tasks and by discipline, and
- d. The Consultant shall submit a work schedule that will outline the proposed timeline for the timely completion of this proposal.

2.1.5 Cost Proposal: Proposers must submit a cost proposal to perform the proposed work, and provide a cost breakdown for each work task. There will be no advance payment for start-up. In order to obtain the best value for the State, modifications of the cost proposal may be allowed during contract negotiations. These cost data must be provided inside a separately sealed envelope that is clearly marked “**COST PROPOSAL**” on the outside of the envelope with the firm name and the project description, and not within other submittal documents. These costs will not be opened until the top ranked firms have been determined.

2.2 Incurring Costs: The AHTD is not liable for any cost incurred by Proposers in replying to the RFP. The cost of developing and submitting the proposal is entirely the responsibility of the Proposer. This includes costs to determine the nature of this engagement, preparation of proposal, submission of proposal, and all other costs associated with this RFP.

2.3 Time and Place for Submission of Proposal: Proposers must submit five (5) copies of the complete proposal, along with all materials required herein for acceptance of their proposal, prior to **1:00 p.m. (CDT) on October 13, 2010**. RFP number should be clearly marked on all packaging containing the proposal.

Mailing Address:

Equipment and Procurement Division  
Division  
Arkansas State Highway  
and Transportation Department  
P. O. Box 2261  
Little Rock, AR 72203

Physical Address:

Equipment and Procurement  
Division  
Arkansas State Highway  
and Transportation Department  
11302 W. Baseline Road  
Little Rock, AR 72209

2.4 Late Proposals: Proposals received after the date and hour established will be considered late proposals and will be automatically disqualified. Late proposals will be returned unopened.

2.5 Unsigned Proposals: Page 7 of the RFP must be signed, completed and included with proposal to constitute a valid submission. The signature must be legible, original (not stamped or photocopied) and in ink. Unsigned and improperly signed proposals will be automatically disqualified.

2.6 Withdrawing or Modifying Proposals: A proposal that has been submitted may be withdrawn, modified, or corrected by a Proposer prior to the date and time set for submission. Telegrams or letters received before the date set in Section 2.3 will be accepted and attached to the unopened proposal, and the proposal will be considered withdrawn, modified, or otherwise changed accordingly. RFP number should be clearly marked on all packaging/envelopes containing proposal documents. No proposal may be withdrawn, modified, corrected, or otherwise changed after the date and time set in Section 2.3.

- 2.7 **Assignment:** No contract resulting from this RFP may be assigned, sold, or transferred without the prior written consent of the AHTD, and no obligation incurred pursuant to this RFP and any resulting contract may be delegated without prior written consent of the AHTD.
- 2.8 **Cancellation of Contract:** The AHTD reserves the right to cancel any award or contract without recourse upon written notice to the Consultant.
- 2.9 **Default and Remedies:** Non-performance of any requirement or condition of any contract resulting from this RFP shall constitute default. Upon default, the AHTD shall issue a written notice of default providing a period in which the Consultant shall have seven (7) days to cure said default. If the Consultant remains in default beyond the seven (7) days, or if the default is repeated during the term of the contract or any extension thereof, the AHTD may, in its sole discretion, terminate the contract(s) or remaining portions thereof and exercise any remedy provided by law.
- 2.10 **Right of Rejection:** The AHTD reserves the right to award this contract to the firm that best meets the requirements of the RFP, and not necessarily to the lowest bidder. The AHTD reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the AHTD.

### **SECTION 3. DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

- 3.1 **Disadvantaged Business Enterprise (DBE) Participation:** Although no DBE percentage goal is established for this project, the proposal shall include DBE participation to the extent practical.

## **SECTION 4. EVALUATION AND AWARD**

- 4.1 Evaluation:** In order to select the responsible and qualified firm whose proposal is most advantageous to the AHTD, the Proposers will be evaluated in a two-phase process.

In the first phase, a Consultant Selection Committee will use the following criteria to evaluate the proposals. Three firms deemed to be the most qualified and have the most responsive and responsible proposals will be selected for further consideration.

	Points
<b>Phase 1 Evaluation Criteria</b>	<b>100</b>
1. Qualifications, Experience and Competence of Firm(s)	30
2. Personnel Qualifications and Availability	30
3. Responsiveness to DBE opportunities	10
4. Project Proposal	30

In the second phase, the sealed envelopes containing the Proposed Cost for the top three firms will be opened. The Selection Committee will divide each firm's proposed price by the total Phase I score to obtain an "adjusted price". The firm selected should be the firm whose adjusted price is the lowest.

- 4.2 Award:** Award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal or proposals considered to be the most advantageous to the AHTD. The AHTD reserves the right to accept or reject in whole or in part any and all proposals submitted, to award to more than one Proposer, and to waive any minor technicalities when it is in the best interest of the AHTD. If only one qualified respondent responds by the due date, AHTD may enter into contract negotiations with that firm.
- 4.3 Basis of Payment:** Although the negotiated contract will be a lump sum contract, partial payments shall be made for work completed under the contract and satisfactorily detailed in each invoice and accompanying progress report.

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**\*\*\*\*\*This page must be completed, properly signed and submitted for\*\*\*\*\*  
proposal to be considered.**

**Section 5. Signature Page**

I, the undersigned, affirm that this proposal is made on behalf of the below-named company/individual, for whom I have legal authority to commit to the terms and conditions set forth in the RFP and this response, to which we agree to be bound if this proposal is found acceptable by the AHTD; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company:\_\_\_\_\_Address:\_\_\_\_\_

Representative:\_\_\_\_\_City:\_\_\_\_\_

Title:\_\_\_\_\_Phone:\_\_\_\_\_Fax:\_\_\_\_\_

Email:\_\_\_\_\_

Federal Tax ID or Social Security No.:\_\_\_\_\_

Signature:\_\_\_\_\_Date:\_\_\_\_\_

**(Must be legible, original, no photocopies, and in ink)**

**For AHTD Use Only**

Accepted:\_\_\_\_\_

By:\_\_\_\_\_

Date:\_\_\_\_\_

**REQUEST FOR PROPOSAL 11-005P  
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**ATTACHMENT A**

**SCOPE OF WORK**

This scope of work presents the tasks to be performed to complete the software upgrade and implementation of the pavement management system on the dTIMS CT SQL platform. The work will generally consist of the purchase of an upgrade from dTIMS CT Desktop version 8 to DTIMS CT SQL and implementation of database and analysis parameters, configuration, end-user training, and technical support.

**THE CONSULTANT SHALL UNDERTAKE AND PERFORM THE FOLLOWING:**

- Upgrade dTIMS CT Desktop version 8 to dTIMS CT SQL with a four (4) concurrent user license.
- Implement the dTIMS system for roadway/pavement data while providing the flexibility to allow the addition of other transportation assets such as buildings, signs, or other assets.
- Implement the dTIMS system on AHTD hardware and server software, such that AHTD staff will be able to configure and execute a network level pavement analysis at the completion of this proposal.
- Assist with conversion and importation of network and condition data.
- Assist with the definition and implementation of analysis parameters.
- Test all analysis parameters and software functionality using a series of AHTD defined budget scenarios which would normally form the basis for a typical multi-year analysis.
- Provide on-site training to ensure AHTD staff will be able to configure and execute a network level pavement analysis at the completion of this proposal.
- Provide users manual and related documentation.
- Provide technical support for a period of one (1) year from date of software upgrade.

**SUBSTITUTIONS**

AHTD has invested significant resources in its pavement management system and software to date and will not consider proposals that include substitutions for the current PMS software platform.

## **CONDITION OF WORK**

The Consultant must designate a Liaison who will be the primary contact person with the Department during the contract period.

The selected Consultant will provide quarterly progress reports detailing progress during that quarter including the percent of the project completed.

The selected Consultant will provide users manuals and related documentation. Documentation will include triggers, variables, parameters and their definitions, and a data dictionary.

# **ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT**

## **NOTICE OF NONDISCRIMINATION**

The Arkansas State Highway and Transportation Department (Department) complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the Department does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in the Department's programs and activities, as well as the Department's hiring or employment practices. Complaints of alleged discrimination and inquiries regarding the Department's nondiscrimination policies may be directed to James B. Moore, Jr., Section Head - EEO/DBE (ADA/504/Title VI Coordinator), P. O. Box 2261, Little Rock, AR 72203, (501) 569-2298, (Voice/TTY 711), or the following email address: [james.moore@arkansashighways.com](mailto:james.moore@arkansashighways.com).

This notice is available from the ADA/504/Title VI Coordinator in large print, on audiotape and in Braille.